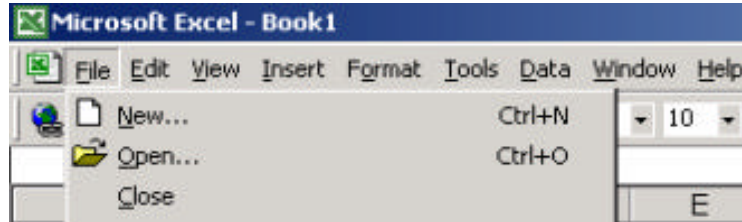


Import Text Data to Excel

Step 1: Open Excel program

Step 2: Click [**F**ile] menu

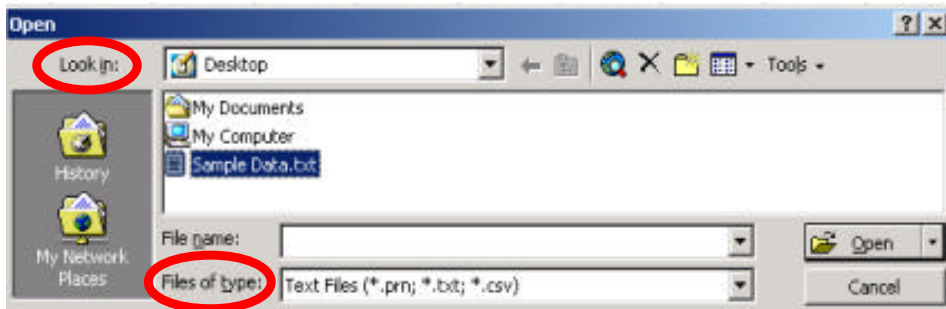
Step 3: Click [**O**pen...]



Step 4: In the [**F**iles of **t**ype] box (circled in red), select “Text Files (*.prn; *.txt; *.csv)”

Step 5: In the [**L**ook **i**n] box (circled in red), locate and click the “.txt” file for conversion

Step 6: Click [**O**pen] button to display “Text Import Wizard”



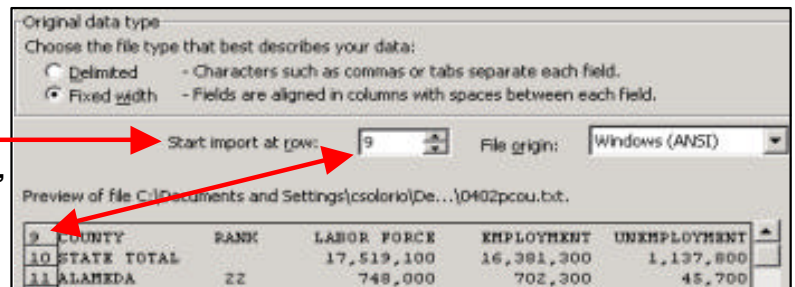
WIZARD-Step 1 of 3-dialog box:

Step 7: Click [**F**ixed **w**idth] button

Step 8: Set [**S**tart import at **r**ow] (optional)

Step 9: Set [**F**ile **o**rigin] at “Windows (ANSI)”

Step 10: Click [**N**ext >] button



WIZARD-Step 2 of 3-dialog box:

Step 11: Review data columns (adjust as needed using WIZARD instructions)

Step 12: Click [**N**ext >] button

COUNTY	RANK	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT
STATE TOTAL		17,519,100	16,381,300	1,137,800
ALAMEDA	22	748,000	702,300	45,700
ALPINE	17	760	720	40
AMADOR	15	15,590	14,730	860

WIZARD-Step 3 of 3-dialog box

Step 13: Click [**G**eneral] button

Step 14: Review data columns and use WIZARD instructions if additional formatting is needed

Step 15: Click [**F**inish]

NOTE: Additional Excel formatting may be needed for miscellaneous text and data